

CAMBODIA INDIGENOUS PEOPLES ORGANIZATION

EQUALITY AND DIVERSITY POLICY

1. INTRODUCTION

The Cambodia Indigenous Peoples Organization (“CIPO”) has a vision of a “non-violent Cambodia in which people enjoy their fundamental human rights, are treated equally, are empowered to participate in democracy and share the benefits of Cambodia’s ongoing development. We desire ...a pluralistic society in which variety is harnessed and celebrated ...” This vision commits CIPO to work towards the eradication of discrimination in all its forms.

CIPO’s commitment to equality and diversity is included in sub-section 11.3 of the CIPO Staff policy. Specific information on CIPO’s commitment to gender equality can be found in the CIPO’s Gender Policy.

CIPO will seek to ensure equality of opportunity in all aspects of employment and is committed to prevent discrimination on grounds of race, color, religious belief, gender, age, birth origin, disability, political opinion, sexuality, marital and family status, wealth or other status. CIPO recognizes that everyone is different and respects and values what each employee contributes to the organization.

This Equality and Diversity Policy (the “Policy”) outlines the ways in which CIPO will meet this commitment. It must be strictly adhered to by every employee. Day-to-day responsibility for this Policy is delegated to the CIPO Finance and Administration Director.

2. EMPLOYMENT

No employee or prospective employee will receive less favorable treatment or be disadvantaged by any circumstances, conditions or requirements that cannot be justified.

2.1. Recruitment:

- a) Every potential employee is entitled to expect the recruitment process to be free of all unreasonable barriers.
- b) All vacancies shall be advertised internally in the first instance; if no internal candidate is appointed then the post shall be advertised externally.
- c) Potential applicants shall be given clear and accurate information about posts through a job description and person specification that includes only requirements that are necessary and justifiable for the effective performance of the job.
- d) All recruitment advertisements shall draw attention to this Policy and that any applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview.
- e) CIPO shall make no requests for information that is irrelevant to the job description and from which inferences could be drawn as to the status of an individual.

- f) More than one employee shall be involved in selecting candidates for interview, and in interviewing candidates.

2.2. Employment:

- a) Employees are entitled to expect equal opportunities in all aspects of their employment.
- b) CIPO is committed to ensuring that its terms and condition of employment do not unreasonably discriminate against any individual.
- c) Staff facilities and services shall be equally available to all employees and where, for reasons of space and cost, this is not being achieved, reasonable alterations will be made.

2.3. Training:

CIPO's commitment to equality and diversity extends to training; CIPO will provide training on disability awareness, equality and diversity.

3. SERVICES

Every beneficiary of CIPO services is entitled to expect equality of opportunity and non-discrimination in CIPO's provision of services.

4. EMPLOYEE RESPONSIBILITIES

CIPO employees shall be made aware of this Policy and its implications for them. Whilst the responsibility for creating and monitoring a culture of equality of opportunity and diversity rests with CIPO, its success relies on each employee playing their part. Employees have a number of responsibilities, including as follows:

4.1. Compliance:

Every employee shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination. Training appropriate to each employee's role will be provided.

4.2. Recruitment and Management:

Those individuals responsible for other employees and prospective employees are not to discriminate when applying processes relating to the recruitment, training, advancement, performance management, discipline, dismissal, redundancy, benefits, facilities and services.

4.3. Harassment:

- a) No employee shall harass, abuse or intimidate another employee on any grounds.
- b) No employee shall induce, or attempt to induce other employees to discriminate.

- c) No employee shall victimize an individual on the grounds that they have made complaints or provided information about discrimination or harassment.

5. MONITORING

5.1. Responsibility:

The Finance and Administration Director is responsible for monitoring the effective implementation of this Policy.

5.2. Employee Audit:

An employee audit will be carried out annually, to establish the composition of the work force, as an indicator of diversity and equality.

5.3. Grievance Procedure:

CIPO recognizes the importance of providing a procedure for resolving grievances relating to discrimination. CIPO's grievance procedure is set out in chapter 12 and 13 of the CIPO Staff policy.

5.4. Disciplinary Action:

CIPO reserves the right to take disciplinary action against employees who breach this Policy. The types of action that might be taken are set out in chapter 12 and 13 of the CIPO Staff policy.